

Using the Occupational Outlook Handbook

You may be thinking, what's the deal about the *Occupational Outlook Handbook*? If I look at it in print, it is huge. If I look at it online, it has way too many clicks and pages. I'll never figure out how to use it.

It is a big document. You would never want read the whole thing. But there is a lot of information that could be helpful to you as you plan for your future life.

The *Occupational Outlook Handbook* is a tool to help job seekers, students, educators and professionals find the most accurate information to make good career decisions. In order to learn more about the *Occupational Outlook Handbook* site and how it can help you, practice using the site by exploring one job title.

1. You will need a computer with an Internet connection. (You may also find the same information in the print version.)
2. Access the *Occupational Outlook Handbook* site at <http://www.bls.gov/oco>.
3. Click on the A-Z Index in the upper right corner of the page.
4. Look at the options under the letter C. Click on "Career information for students."
5. Click on "Building and Fixing Things."
6. Click on "Drafter."
 - A. Read the paragraph titled "What is this job like?" Describe three job tasks that drafters do.
 - 1.
 - 2.
 - 3.
 - B. Read the paragraph titled "How do you get ready?" Then answer these questions.
 1. Where can you get training to become a drafter?
 2. What skills do you need?

(continued)

C. Read the paragraph titled “How much does this job pay?” Then respond to the following:

1. List three types of drafters.

2. What is the median income of the three?

7. Enter in the browser: <http://www.bls.gov/news.release/ecopro.t07.htm>.

a. List each letter of the alphabet on a paper or in an electronic document. Beside each letter, write the name of one career that starts with that letter. Use the *Occupational Outlook Handbook* to create your list.

b. Select three occupations that interest you from your list. Find the occupations in the *Occupational Outlook Handbook*. Record the occupational group and most significant source of postsecondary education or training for each of your choices.

1.

2.

3.

c. Now, complete a search on your own. Find information for a different career, one that interests you. Record the occupational group and most significant source of postsecondary education or training for your choice. Use the *Idaho Career Planning Guide* to find where you can receive training in Idaho.